

**TOWN OF GRANBY
BOARD OF FINANCE**

**15 North Granby Road
Granby, CT 06035**

Michael Guarco, Chairman of Board of Finance, has called for a special meeting of the Board of Finance. The special meeting will be held on Monday, April 11, 2022, at 7:30 p.m. or immediately following the public hearing at the High School Auditorium. The meeting will be held in the High School Commons.

The following agenda pertains:

1. Approve Minutes from Previous Meeting
2. Consideration of Action on the 2022-23 Annual Town Budget to be Voted on April 25, 2022
3. Consideration of Auditor Appointment for FY2021-22 Audit
4. Consideration of Hartford Foundation for Public Giving Grant Budget
5. Confirm Date of Next Meeting
6. Adjournment

pc: Board of Finance
First Selectman
Interim Town Manager
Finance Administration Officer
Recording Secretary
BOE Chairman
Supt. of Schools
BOE Bus. Mgr.
Library (2)
Press

**TOWN OF GRANBY
BOARD OF FINANCE
MEETING MINUTES
MARCH 29, 2022**

PRESENT: Michael Guarco, Chairman; Jenny Emery, Kevin Hobson, William Kennedy, James Tsaptsinos, and Alfred Wilke

OTHERS PRESENT: Erica Robertson, Town Manager; Kimi Cheng, Director of Finance; Jordan Grossman, Ed.D, Superintendent of Schools; Anna Robbins, BOE Business Manager; First Selectman Mark Fiorentino, Selectman Sally King, Selectman Mark Neumann, Selectman Kelly Rome, Sarah Thrall, BOE Chairman

CALL TO ORDER

The Board of Finance Meeting was called to order by Chairman Michael Guarco at 7:00 p.m.

APPROVAL OF MINUTES FROM PREVIOUS MEETING

J. Emery pointed out that under Budget Operations Guidelines, the minutes state A. Wilke "supports a zero increase in the mill rate." He noted he would like to support a zero-mill rate increase for the third year in the row but considering the operating boards and especially with inflation, he could support an increase of 1%.

ON A MOTION by J. Emery seconded by A. Wilke, the Board voted (4-0-0) to approve the minutes of March 16, 2022 as corrected. It should be noted that W. Kennedy arrived after approval of the minutes.

STATEMENT OF ACCOUNTS

Erica Robertson, Town Manager, reported highlights on the February 2022 Statement of Accounts noting there was a good collection in taxes. In addition:

- Town Clerk fees saw 127% of expected revenue.
- A tax sale brought in \$15,000.
- Waiting to do transfers on payroll accounts in June.
- Revenue and expenditures are the same as in past years. There is nothing of concern.

Anna Robbins, BOE Business Manager, reported on the February 22 Statement of Accounts:

- The General Fund forecast is still favorable.
- Transportation has seen some savings due to reduced routes.
- There are no drastic changes in Tuition and Transportation.
- Textbooks/workbooks saw a slight increase but will even out by the end of the year.
- No new purchase orders will be taken as of March 15th.
- Special Education bills to other towns for the second half of the year will go out in April.

RECEIVE 2022-23 BUDGET PROPOSALS FROM THE BOARD OF SELECTMEN AND BOARD OF EDUCATION

Board of Selectmen

First Selectman Mark Fiorentino provided a brief presentation on the proposed budget, stating the Board of Selectmen proposed budget is below the guideline set by the Board of Finance of limiting Town Operations to 4.78%.

GENERAL FUND	FY 2022 ADOPTED	FY 2023 PROPOSED	INCREASE (DECREASE)	% CHANGE
Town Operations	\$ 12,035,084	\$ 12,599,318	\$ 564,234	4.69%
Debt Service	\$ 1,644,620	\$ 1,742,393	\$ 97,773	5.95%
Capital Budget	\$ 1,850,000	\$ 1,850,000	\$ 0	0.00%
Sub-Total	\$ 15,529,704	\$ 16,191,711	\$ 662,007	4.26%
Transfer to OPEB Trust Fund	\$ 2,000,000	\$ 0		
Total	\$ 17,529,704	\$ 16,191,711		

Town Operations increased by \$564,234. It was noted there were no increases in positions for Police, Public Works, Town Clerk or Finance. The main cost drivers of the increase are:

Salaries & Wages	\$ 224,896
Health Insurance	\$ 101,515
Mid-CT Tipping Fee	\$ 63,000
IT Operations	\$ 46,000
Gasoline	\$ 36,300
LAFD	\$ 18,680
Diesel Fuel	\$ 17,480
UConn IPP Contractual Services	\$ 16,500
FICA & Medicare	\$ 15,075
Business Package	\$ 12,551
Recycling Collection	\$ 5,140
Total	\$ 557,137

Board of Education

Board of Education Chairman Sarah Thrall stated the proposed BOE budget is below the Board of Finance guidance. She reviewed the BOE goals, priorities and provided a summary of the FY23 operating budget request of \$34.4M (3.69%). Small capital highlights included Transportation - \$191,212, Building Maintenance - \$402,852, Furniture & Equipment \$115,349, and Technology - \$290,587 for a total of \$1M.

Regarding personnel:

- The two campus supervisor positions are not new positions but are no longer contracted positions.
- There are 9.5 new positions in the budget, 7.9 funded by General Fund and 1.6 by grants.
- Only one of the .2 positions is funded from the ESSER grants.
- Staffing is based on enrollment and elementary enrollment is rising

Comments:

- M. Guarco noted the budget workshops went well with back-and-forth conversations. In the end, some numbers were reduced.
- J. Tsapsinos feels both the BOE and municipal budgets are good and the burden on the Town is not too heavy.
- J. Emery is disappointed with the lack of public representation.
- It was agreed to promote voting at the referendum.
- A. Wilke believes it is not a controversial budget.

CONSIDER ACTION OF FY2022-23 PROPOSED BUDGET TO BE PRESENTED AT THE APRIL 11TH PUBLIC HEARING FOR PUBLIC REVIEW AND COMMENT (7:00 P.M. GRANBY MEMORIAL HIGH SCHOOL AUDITORIUM)

- Chairman Guarco distributed information regarding the BOE and BOS requests showing 3.53% grand list growth and a .93 percent mill rate increase. He stressed it is important to always keep the mill rate increase below 2%.
- A. Wilke supports the current budget recommendation.
- J. Tsapsinos supports the work done by everyone.
- B. Kennedy supports the proposal, as do K. Hobson and J. Emery.

ON A MOTION by J. Emery, seconded by A. Wilke, the Board voted unanimously (6-0-0) to accept and forward the budget requests of the two Boards to public hearing and move forward with a recommended mill rate of 39.98; a 0.93% change from the recent three year's rate of 39.61. The forwarded numbers are referenced in the requests from the two Boards as well as the worksheet BOF FY23 D.

CONFIRM DATE OF NEXT MEETING

The next meeting will be held April 11th at the high school commons after the Public Hearing, followed by a meeting on April 25th after the referendum. A meeting will be held April 26th if necessary.

ADJOURNMENT

ON A MOTION by A. Wilke, seconded B. Kennedy, the Board voted unanimously (6-0-0) to adjourn the meeting at 8:34 p.m.

Respectfully submitted,



Kathy Kane
Recording Secretary

TOWN OF GRANBY

MEMORANDUM

DATE: April 11, 2022

TO: Board of Finance

FROM: Erica P. Robertson, Town Manager 

REGARDING: BUSINESS – 2

Consideration of Action on the 2022-2023 Annual Town Budget to be voted on April 25, 2022.

Background

A public hearing on the Town of Granby FY 2022-2023 budget was held at 7:00 pm on this date. The budget under consideration is as follows:

General Fund	Proposed at Public Hearing
Town Operations (including Capital Budget and Debt Service)	\$16,191,711
Board of Education	\$34,406,357
Total General Fund	\$50,598,068
Other Funds	
Education Quality & Diversity	\$1,022,075
Capital Equipment/Improvement Fund	\$2,321,740
Recreation Events Fund	\$689,277
Sewer Utility Fund	\$323,573
Solid Waste Fund	\$157,000
Dog Fund	\$18,200
General Fund Revenues (excluding current levy)	\$8,522,585
Mill Rate	39.98 (0.935% increase)

Next Steps

The FY 2022-2023 Budget referendum will take place on April 25, 2022, from 12:00 p.m. to 8:00 p.m. in the Town Hall Meeting Room. The BOF will meet thereafter.

PROPOSED MOTION:

The Board of Finance approves the Town of Granby FY 2022-2023 Budget as presented at the Public Hearing and forwards the budget to the referendum on April 25, 2022.

TOWN OF GRANBY

MEMORANDUM

DATE: April 11, 2022

TO: Board of Finance

FROM: Erica P. Robertson, Town Manager



REGARDING: BUSINESS – 3

Consideration of Auditor Appointment for Fiscal Year 2021-22 Audit

Background

Connecticut General Statutes (C.G.S. Sections 7-396 and 4-232) require the appointing authority of any municipality, audited agency, or non-profit agency to file with the Secretary of the Connecticut Office of Policy and Management (OPM) the name of the independent auditor designated to conduct the audit. The notification must be made **at least thirty days** before the end of the fiscal period of the entity for which the audit is required.

In January 2022, the Town issued a Request for Proposals for auditing services. As a result, CliftonLarsonAllen, LLP was awarded a five-year contract, subject to annual review.

Next Steps

If the Board of Finance supports the appointment of the CliftonLarsonAllen, LLP as the Town's auditors for the fiscal year 2021-22, the following proposed motion is for your consideration:

PROPOSED MOTION:

The Board of Finance appoints the firm CliftonLarsonAllen, LLP as the independent auditors to perform the Town of Granby's audit for the Fiscal Year 2021-22.

EPR/kc

cc: Kimi Cheng, Director of Finance

TOWN OF GRANBY

MEMORANDUM

DATE: April 11, 2022

TO: Board of Finance

FROM: Erica Robertson, Town Manager



REGARDING: BUSINESS – 4

Consideration of Hartford Foundation for Public Giving Grant Budget Amendment

Background

In December 2021, the Friends of F.H. Cossitt Library (FOC) were awarded a grant from the Hartford Foundation for Public Giving - Pomeroy Brace Fund in the amount of \$28,000 to be spent on Phase I: Exterior Repairs of the Cossitt Library building. The FOC plans to gift the full amount to the Town to fund the project. The grant does not require any matching funds from the Town, however, it is estimated that the overall costs of the project may exceed the grant amount. This issue was addressed during the September 7, 2021 BOS meeting and the September 27, 2021 BOF meeting, with the decision to allocate up to an additional \$10,000 to the project, should it be necessary.

Next Steps

Since the grant award will increase revenue and expenditure line items in the Capital Equipment/Improvement Fund, which was not budgeted in the Fiscal Year 2021-22 adopted budget, a budget amendment is required according to the Town Charter. The FOC donation check will increase the Miscellaneous Revenue and Cossitt Library Preservation Project line items by \$28,000 in Capital Equipment/Improvement Fund.

At its March 7, 2022 meeting, the Board of Selectmen commented favorably upon this request. Pursuant to section 10-6(e) of the Granby Town Charter, I am forwarding the request to you for consideration.

PROPOSED MOTION: THE BOARD OF FINANCE APPROVES A BUDGET AMENDMENT TO INCREASE THE MISCELLANEOUS REVENUE AND COSSITT LIBRARY PRESERVATION PROJECT LINE ITEMS IN THE CAPITAL EQUIPMENT/IMPROVEMENT FUND BUDGET BY \$28,000.00.

Enclosures: Appropriation #2022-008

pc: Kimi Cheng, Director of Finance
Amy McCue, Director of Library Services

TOWN OF GRANBY

The following information is required prior to the approval of any Board of Finance Appropriation, Transfer, or Budget Amendment:

[illegible]

Date of Requesting Agency's Action: March 7, 2022

Type of Action Requested (Check One): Additional Appropriation _____
 Transfer of Funds _____
 Budget Amendment X

Date of Request: April 11, 2022

Fiscal Year: 2021-22

Amount of Request: \$28,000

Purpose of Request (Explain briefly or attach narrative):

To reallocate Hartford Foundation for Public Giving grant funding for the Cossitt Library improvement project.

<u>Budget Amendment (Inc. In Revenue):</u>	<u>Budget Amendment (Inc. In Expenditure):</u>
237.04.32.0000.46038 Misc. Revenue	237.60.60.6001.67129 Cossitt Library Preservation Project
\$28,000	\$28,000

Certification: This is to certify that there is available an unappropriated and unencumbered fund balance to meet the above appropriation request(s). For the General Fund, the total appropriations for the Fiscal Year do not exceed 1-1/2% of the current levy [Charter Sec. 10-6 (e)].

Town Manager/Date

Date of Board of Selectmen Comment Action: March 7, 2022 Approved: YES X NO

Date of Board of Finance Resolution Action: April 11, 2022 Approved: YES NO

cc: Director of Finance & Town Treasurer